XC – PRIOR YEAR REFUND ADJUSTMENT TRANSACTION

TABLE OF CONTENTS
XC – EXPENDITURE REFUND

I. Overview **4**
- Comptroller Review Process 4
- Payroll Refund Receipt Voucher 4

II. Adding A XC Transaction **5 - 10**
- Tagging Labor History 8 -10

III. Editing the XC Document **11**
- Releasing Labor History Tags 11

IV. Modifying a XC Transaction **13 – 15**
- **Adding Lines to a Document** **14 -15**

FIGURE TABLE OF CONTENTS

FIGURE #	TITLE	PAGE
1	Payroll Refund Receipt Voucher	16
2	MMARS Replacement Memo #296	17 - 19

ICONS

Throughout this adjustment section are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:

△ = Explanation

? = Decision

▶ = Procedural Steps

I. Overview

Expenditure Refund (XC) Overview

△

The prior year refund (XC) transaction is a user entered document that is used when a department refunds payroll to a revenue source. The payroll would have been paid in error during the prior year. The XC operates in tandem with a Payroll Refund Receipt Voucher form. The XC will adjust both the accounting information in MMARS and labor history in PCRS.

Comptroller Review Process for the XC

△

Payroll expenditure refunds (XC's) require intervention from:

- State Retirement Board
- Department of Treasury (TRE)
- Office of the State Comptroller (CTR), Accounting and Payroll Bureaus

Due to this intervention, all prior year refunds (XC's) without errors automatically go to a PEND status when edited online in PCRS.

Payroll Refund Receipt Voucher

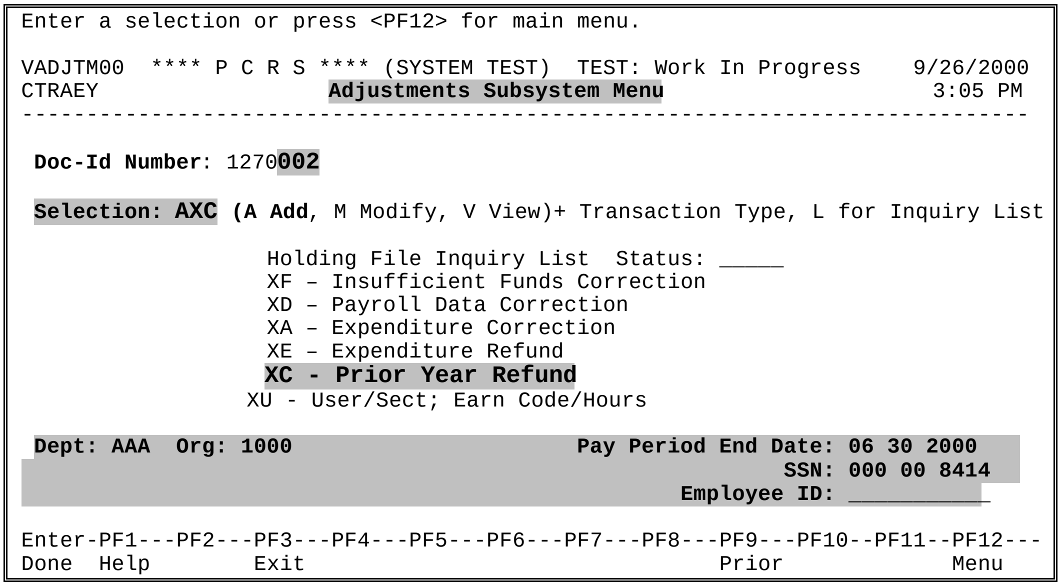
△

When departments enter a payroll prior year refund (XC) in PCRS, it is imperative it correct the employee's retirement contributions and year-to-date tax totals. Tax reporting adjustments for TRE and retirement adjustments for the State Retirement Board are corrected from information the department records on a Payroll Refund Receipt Voucher. (Refer to Figure 1 for a sample of the Voucher.) The Comptroller's Office will correct the year-to-date balances.

▶

Once departments enter the payroll XC in PCRS, they need to complete the Payroll Refund Receipt Voucher and forward a screen print of the XC and three (3) copies of the Refund Receipt Voucher to the State Retirement Board. The State Retirement Board will: (1) make the necessary adjustments to the employee's retirement contribution totals, and (2) forward the documents to the Treasurer's office. (Please refer to MMARS Memo #296 [Figure 2] for cash deposit/banking instructions.) Treasury will notify the Comptroller's Accounting Bureau when they receive the cash. Accounting will review the XC documents and approve the XC online.

II. Adding A XC Transaction



```
Enter a selection or press <PF12> for main menu.

VADJTM00  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/26/2000
CTRAEY                 Adjustments Subsystem Menu                     3:05 PM
------------------------------------------------------------------------------

 Doc-Id Number: 1270002

 Selection: AXC (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List

                   Holding File Inquiry List  Status: _____
                   XF – Insufficient Funds Correction
                   XD – Payroll Data Correction
                   XA – Expenditure Correction
                   XE – Expenditure Refund
                   XC - Prior Year Refund
                 XU - User/Sect; Earn Code/Hours

 Dept: AAA  Org: 1000                      Pay Period End Date: 06 30 2000
                                                          SSN: 000 00 8414
                                                  Employee ID: ___________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help        Exit                                Prior             Menu
```

Adjustments Subsystem Menu screen

Adding a XC Transaction

In the Adjustments Subsystem Menu screen, complete the following fields:

DOC – ID FIELD

The first four (4) characters of the Doc-Id Number field are pre-filled with the last number of the fiscal year and the Julian date. This field can be changed to meet your department's needs by simply overwriting the characters that are inferred. If you decide to leave the 4 pre-filled characters in place (BFY & Julian date), you need to **fill in the remaining three (3) characters of the Doc-Id** with a sequential number, e.g., 001, 002, 003, etc., or some other code that meets your department's needs.

SELECTION FIELD

In the **Selection Field** type **<A>** for ADD and **<XC>** to identify the transaction code to be entered, in this case, a prior year refund.

II. Adding A XC Transaction

△ DEPT AND ORG FIELDS
At the bottom of the screen the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

△ PAY PERIOD END DATE FIELD
The **Pay Period End Date** is pre-filled with the most recent Saturday pay period ending date for which payroll was processed. This field is modifiable to accommodate the user's needs.

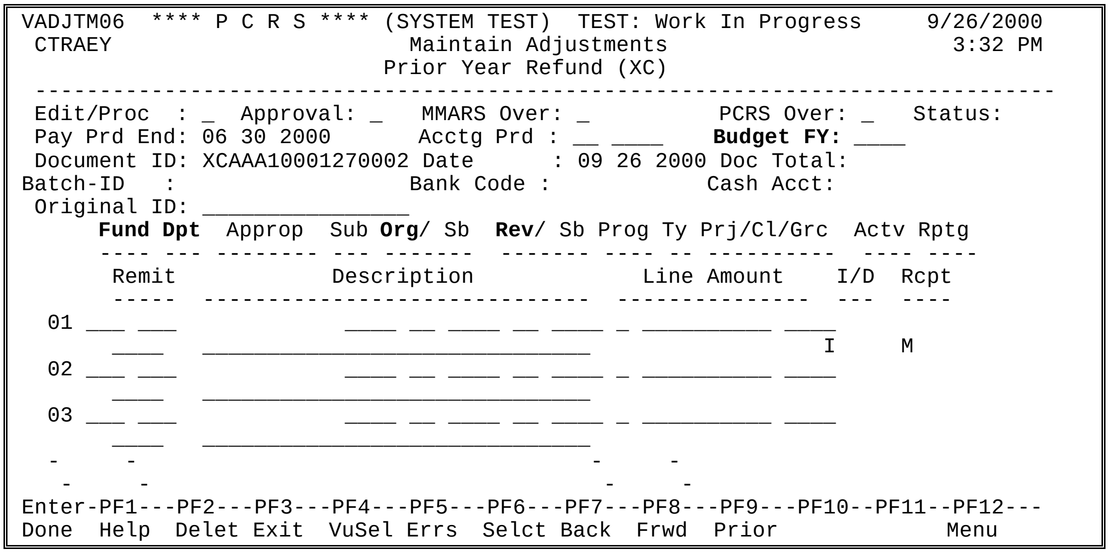
▶ Enter the **Pay Period End Date** (period ending Saturday date, period beginning Sunday date for Accounts Payable pay periods) that the XC is for. It must be a pay period in the prior fiscal year.
Note: Since an expenditure refund can span several pay periods, it is possible that several XC's will need to be processed to complete the total refund.

▶ SSN AND EMPLOYEE ID FIELDS
Enter the employee's **Social Security Number** in the **SSN** field or **Employee ID** in the **Employee ID** field. The system will retrieve that employee's labor distribution record for the designated pay period end date.

▶ When finished entering the selection criteria, hit **<ENTER>.**

II. Adding A XC Transaction

Response:



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
 CTRAEY                       Maintain Adjustments                      3:32 PM
                            Prior Year Refund (XC)
 -------------------------------------------------------------------------------
 Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _   Status:
 Pay Prd End: 06 30 2000      Acctg Prd : __ ____    Budget FY: ____
 Document ID: XCAAA10001270002 Date      : 09 26 2000 Doc Total:
Batch-ID   :                  Bank Code :            Cash Acct:
 Original ID: ________________
      Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
      ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
       Remit          Description            Line Amount    I/D  Rcpt
       -----  ------------------------------  ---------------  ---  ----
  01 ___ ___            ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________                   I     M
  02 ___ ___            ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  03 ___ ___            ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  -     -                                   -     -
   -     -                                   -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

Maintain Adjustments Prior Year Refund Document (XC) screen with Select Labor History Pop-Up Window

You must fill in the following fields:

- **Budget FY:** Use the <u>current</u> **Budget Fiscal Year**.
- **Fund: This** value is the code associated with the appropriation where the payroll expenditures are to be reversed (from MMARS ASTA Table). *****
- **Dpt:** This value is your three-character MMARS Department alpha code.
- **Rev:** This value is always Miscellaneous Revenue code 6900.

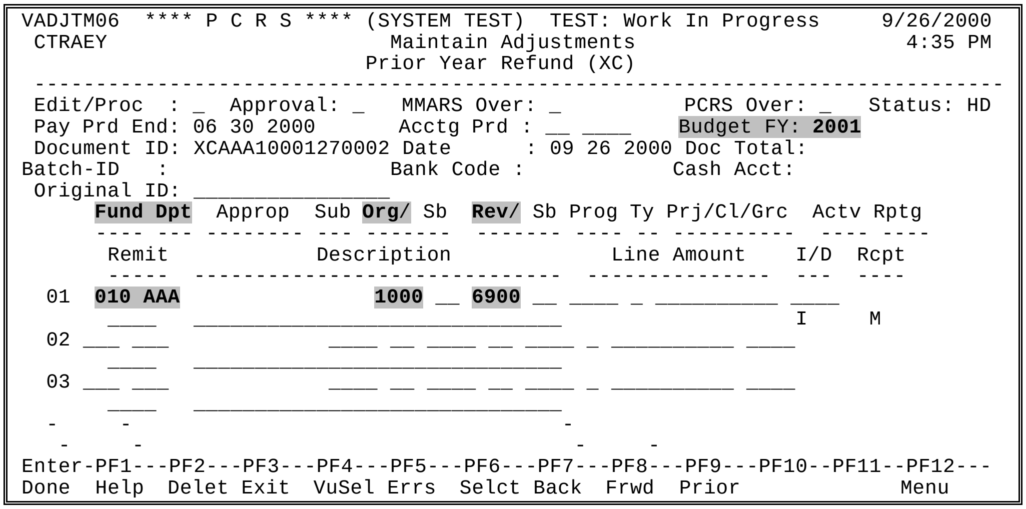
** Note: To determine the fund, you can (1) run a Warehouse query on labor history, or (2) look up the employee's labor history with the on-line function (05 on the PCRS Main Menu). This will give you the appropriation. Look up the appropriation on the MMARS ASTA table for the fund.*

ORG is required if used in your department's Revenue Budget set up. The **Org** is the valid MMARS organization code associated with the Revenue Budget (MMARS REVB Table) code 6900.

II. Adding A XC Transaction

Tagging Labor History for an XC Document

△ ?



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
 CTRAEY                        Maintain Adjustments                     4:35 PM
                             Prior Year Refund (XC)
 -------------------------------------------------------------------------------
 Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _   Status: HD
 Pay Prd End: 06 30 2000       Acctg Prd : __ ____    Budget FY: 2001
 Document ID: XCAAA10001270002 Date      : 09 26 2000 Doc Total:
Batch-ID   :                  Bank Code :             Cash Acct:
 Original ID: ________________
      Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
      ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
       Remit            Description             Line Amount    I/D  Rcpt
       -----  ------------------------------  ---------------  ---  ----
  01  010 AAA                1000 __ 6900 __ ____ _ __________ ____
       ____   ______________________________                   I     M
  02 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  03 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  -     -                                    -
   -     -                                    -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

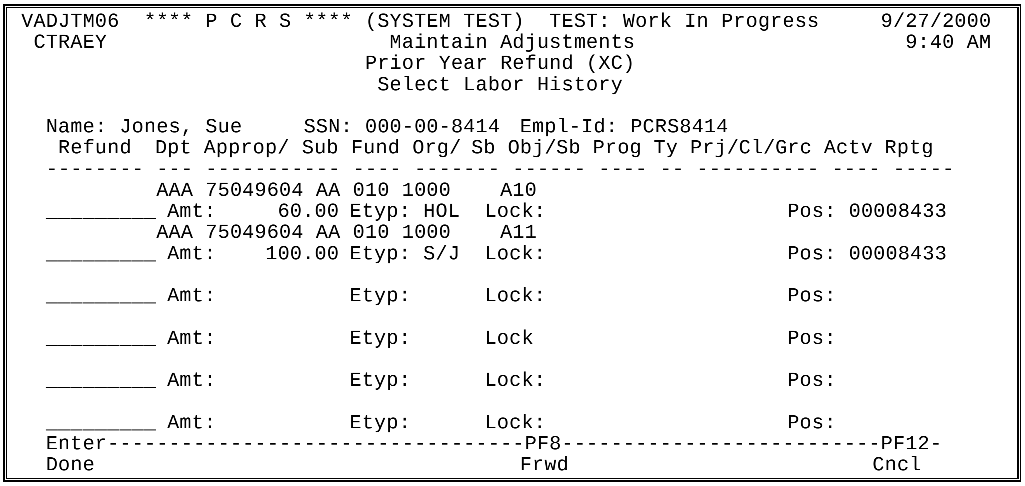
For this example we're using pay period 6/30/00, Budget Fiscal Year 2001, Fund 010, Revenue Code 6900 and Org 1000.

The usual processing of a XC is a refund for the total dollars paid to an employee during one pay period. However, you have the ability to enter a refund amount for any value up to this amount. This is done through the step referred to as "tagging" labor history.

Note: Tagging labor history is a required function in the XC. It is used to process a refund for amounts less than or equal to the total amount earned for that pay period.

Place the cursor on the Increase Line (Line 01) and hit **<PF6>** or **<ALT>** and **<6>**.

Response: A pop-up window appears.



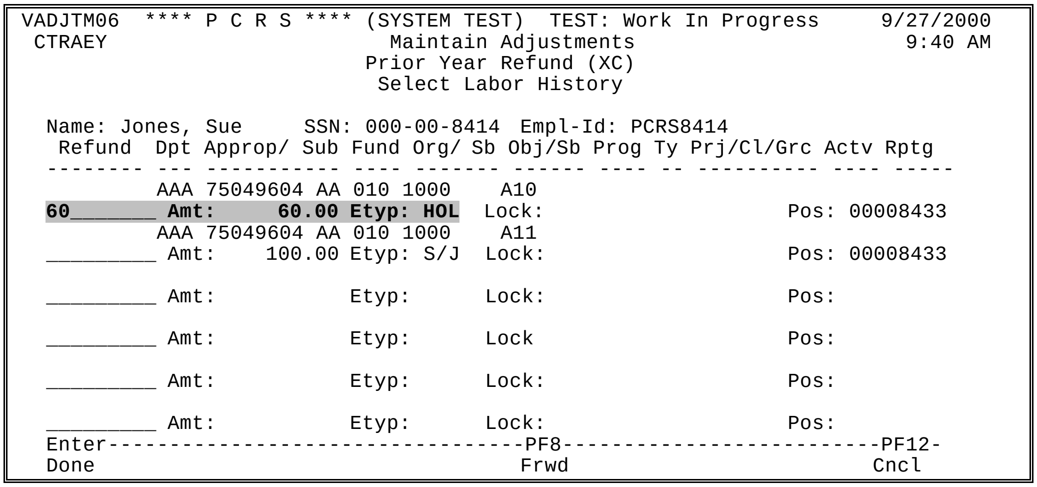
```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                       Maintain Adjustments                      9:40 AM
                            Prior Year Refund (XC)
                             Select Labor History

  Name: Jones, Sue     SSN: 000-00-8414  Empl-Id: PCRS8414
   Refund  Dpt Approp/ Sub Fund Org/ Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- -----
           AAA 75049604 AA 010 1000    A10
  _________ Amt:     60.00 Etyp: HOL  Lock:                     Pos: 00008433
           AAA 75049604 AA 010 1000    A11
  _________ Amt:    100.00 Etyp: S/J  Lock:                     Pos: 00008433

  _________ Amt:           Etyp:      Lock:                     Pos:

  _________ Amt:           Etyp:      Lock                      Pos:

  _________ Amt:           Etyp:      Lock:                     Pos:

  _________ Amt:           Etyp:      Lock:                     Pos:
  Enter---------------------------------PF8-------------------------PF12-
  Done                                  Frwd                        Cncl
```

If the employee has numerous earnings codes for a given pay period, they will be listed separately in this window.

Example

1. Select the earnings codes you wish to post the refund to.

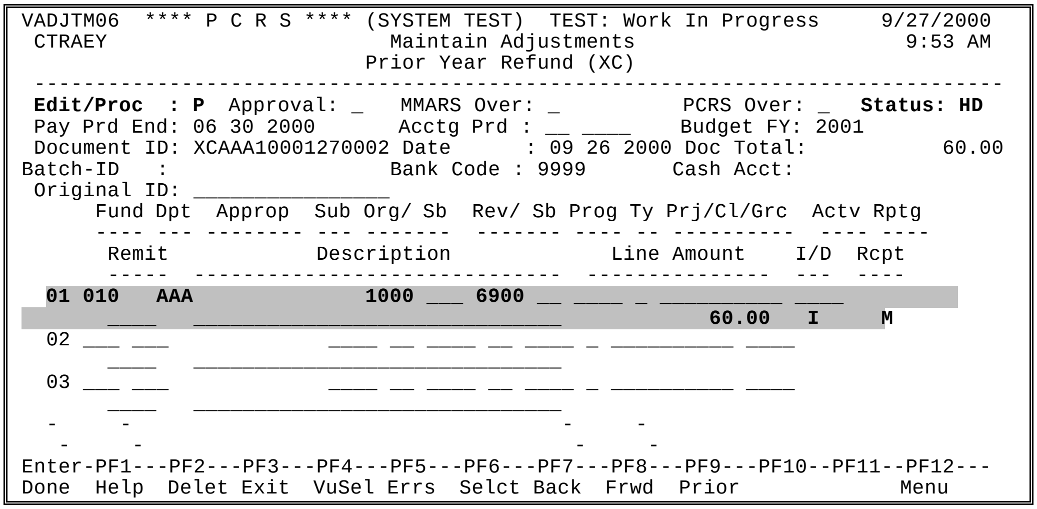
2. Refund amount is **required** to process the XC. Enter the amount of the refund: ($60 Holiday pay).



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                       Maintain Adjustments                      9:40 AM
                            Prior Year Refund (XC)
                             Select Labor History

  Name: Jones, Sue     SSN: 000-00-8414  Empl-Id: PCRS8414
   Refund  Dpt Approp/ Sub Fund Org/ Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- -----
           AAA 75049604 AA 010 1000    A10
  60_______ Amt:     60.00 Etyp: HOL  Lock:                     Pos: 00008433
           AAA 75049604 AA 010 1000    A11
  _________ Amt:    100.00 Etyp: S/J  Lock:                     Pos: 00008433

  _________ Amt:           Etyp:      Lock:                     Pos:

  _________ Amt:           Etyp:      Lock                      Pos:

  _________ Amt:           Etyp:      Lock:                     Pos:

  _________ Amt:           Etyp:      Lock:                     Pos:
  Enter---------------------------------PF8-------------------------PF12-
  Done                                  Frwd                        Cncl
```

Hit **<ENTER>.**

Response: You are returned to the XC Main Document Screen.



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                        Maintain Adjustments                     9:53 AM
                            Prior Year Refund (XC)
 -------------------------------------------------------------------------------
 Edit/Proc  : P  Approval: _   MMARS Over: _         PCRS Over: _  Status: HD
 Pay Prd End: 06 30 2000       Acctg Prd : __ ____    Budget FY: 2001
 Document ID: XCAAA10001270002 Date      : 09 26 2000 Doc Total:          60.00
Batch-ID   :                  Bank Code : 9999       Cash Acct:
 Original ID: ________________
      Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
      ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
       Remit           Description             Line Amount    I/D  Rcpt
       -----  ------------------------------  ---------------  ---  ----
  01 010   AAA              1000 ___ 6900 __ ____ _ __________ ____
       ____   ______________________________              60.00   I     M
  02 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  03 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  -     -                                 -     -
   -     -                                 -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

III. Editing the XC Document

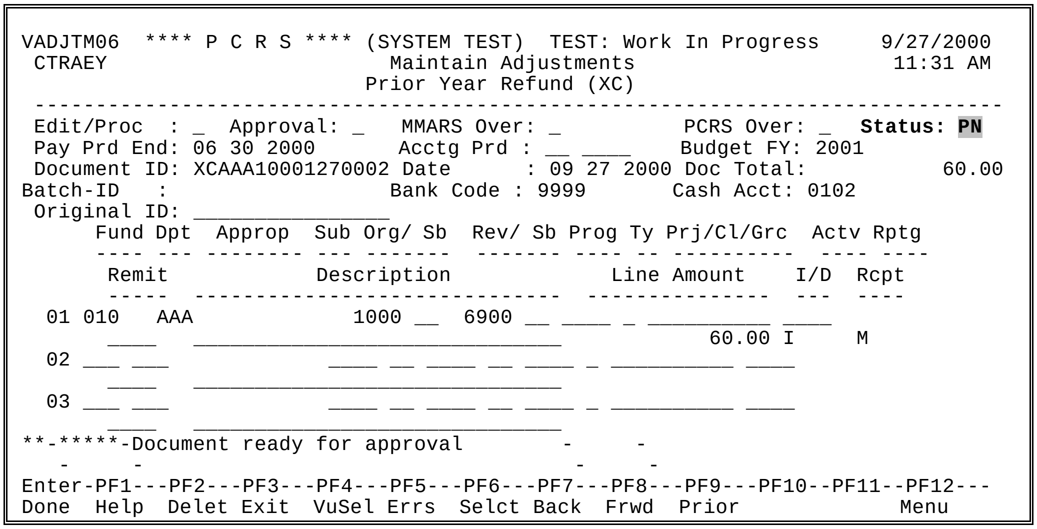
Editing the XC Document

1. In the Edit/Proc field, enter either a **<P>** (transaction not scheduled**)**
   OR
   an **<O>** (transaction scheduled for nightly batch cycle).

   Both the <P> and the <O> will invoke PCRS edits and put the document in a PEND status.

2. Hit **<ENTER>**.

If the XC document passes all PCRS edits, it will go to a PEND status for Comptroller's review.



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                        Maintain Adjustments                     11:31 AM
                             Prior Year Refund (XC)
 -------------------------------------------------------------------------------
 Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _  Status: PN
 Pay Prd End: 06 30 2000       Acctg Prd : __ ____    Budget FY: 2001
 Document ID: XCAAA10001270002 Date      : 09 27 2000 Doc Total:         60.00
Batch-ID   :                   Bank Code : 9999       Cash Acct: 0102
 Original ID: ________________
      Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
      ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
       Remit           Description            Line Amount    I/D  Rcpt
       -----  ----------------------------  --------------  ---  ----
  01 010   AAA            1000 __  6900 __ ____ _ __________ ____
       ____   ____________________________                60.00 I     M
  02 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ____________________________
  03 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ____________________________
**-*****-Document ready for approval         -     -
   -     -                                    -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

Once the document is in PEND status, it requires approval from the Comptroller's Accounting Bureau before it can be scheduled for batch processing. Please see figure 2 at the end of this section for guidelines on submitting documentation for XC approval.

Releasing Labor History Tags

You have the ability to release labor history tags from an adjustment transaction. When you release tags, it unlocks the specific labor history that you tagged in the document and saves any data entered on the increase/decrease lines. Putting an **"R"** in the **Edit/Proc** field and hitting **<ENTER>** will release tagged labor history for that document and put it in a HOLDR (document held, tagged labor history removed) status.

IV. Modifying the XC Document

Modifying A XC Transaction

Based on security, the user has the ability to modify a XC transaction in the PCRS Holding File if it has not been processed to a **DONE** status. When modifying a XC, you must enter the same Doc-Id number, Department and Organization as the original XC .

In the Adjustments Subsystem Menu, complete the following fields:

DOC-ID

- In the **Doc-Id** field, enter the seven (7) character Doc-Id Number needing modification.

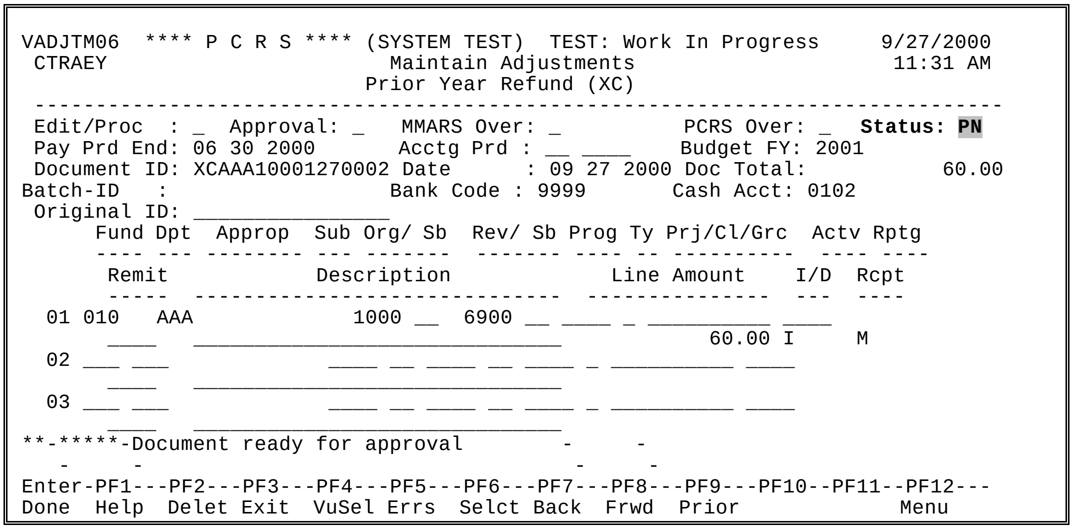
SELECTION

- In the **Selection** field, type **<MXC>** (Modify XC).

DEPT AND ORG

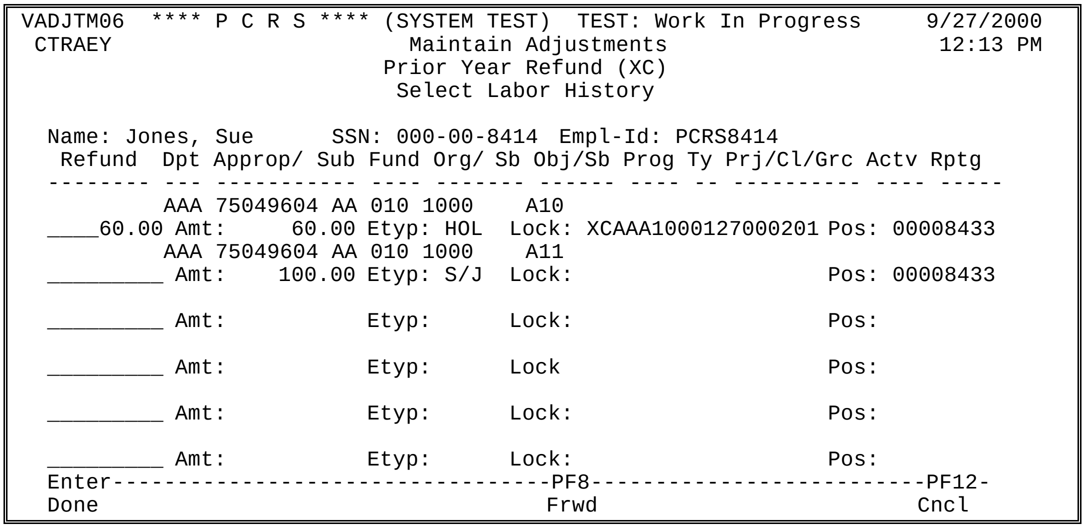
- **Dept** and **Org** fields (bottom left of the screen) are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

- Hit **<ENTER>.**



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                        Maintain Adjustments                    11:31 AM
                             Prior Year Refund (XC)
 -------------------------------------------------------------------------------
 Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _  Status: PN
 Pay Prd End: 06 30 2000      Acctg Prd : __ ____    Budget FY: 2001
 Document ID: XCAAA10001270002 Date      : 09 27 2000 Doc Total:           60.00
Batch-ID   :                  Bank Code : 9999      Cash Acct: 0102
 Original ID: ________________
      Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
      ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
       Remit          Description            Line Amount    I/D  Rcpt
       -----  -----------------------------  ---------------  ---  ----
  01 010   AAA            1000 __  6900 __ ____ _ __________ ____
       ____   ______________________________            60.00 I     M
  02 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
  03 ___ ___             ____ __ ____ __ ____ _ __________ ____
       ____   ______________________________
**-*****-Document ready for approval        -     -
   -     -                                   -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

Place the cursor on the increase line and hit **<PF6>**.

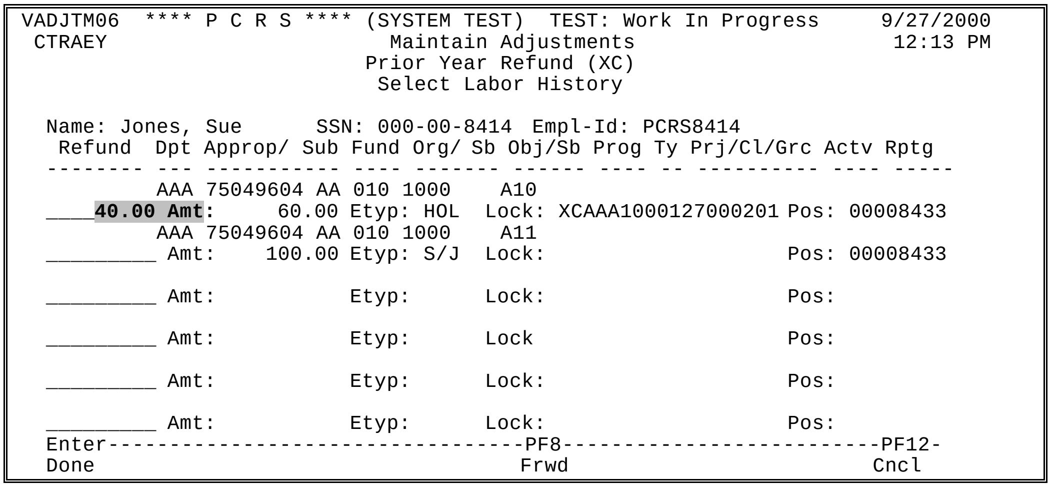


```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                        Maintain Adjustments                    12:13 PM
                             Prior Year Refund (XC)
                              Select Labor History

  Name: Jones, Sue      SSN: 000-00-8414  Empl-Id: PCRS8414
   Refund  Dpt Approp/ Sub Fund Org/ Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- -----
           AAA 75049604 AA 010 1000    A10
  ____60.00 Amt:     60.00 Etyp: HOL  Lock: XCAAA1000127000201 Pos: 00008433
           AAA 75049604 AA 010 1000    A11
  _________ Amt:    100.00 Etyp: S/J  Lock:                    Pos: 00008433

  _________ Amt:           Etyp:      Lock:                    Pos:

  _________ Amt:           Etyp:      Lock                     Pos:

  _________ Amt:           Etyp:      Lock:                    Pos:

  _________ Amt:           Etyp:      Lock:                    Pos:
  Enter---------------------------------PF8-------------------------PF12-
  Done                                  Frwd                        Cncl
```

Maintain Adjustments Prior Year Refund Document (XC) screen Pop-Up Window

NOTE: This pop-up screen lists the chosen employee's labor history and refund amount for the given pay period. This is the screen where you can modify the XC refund amount.

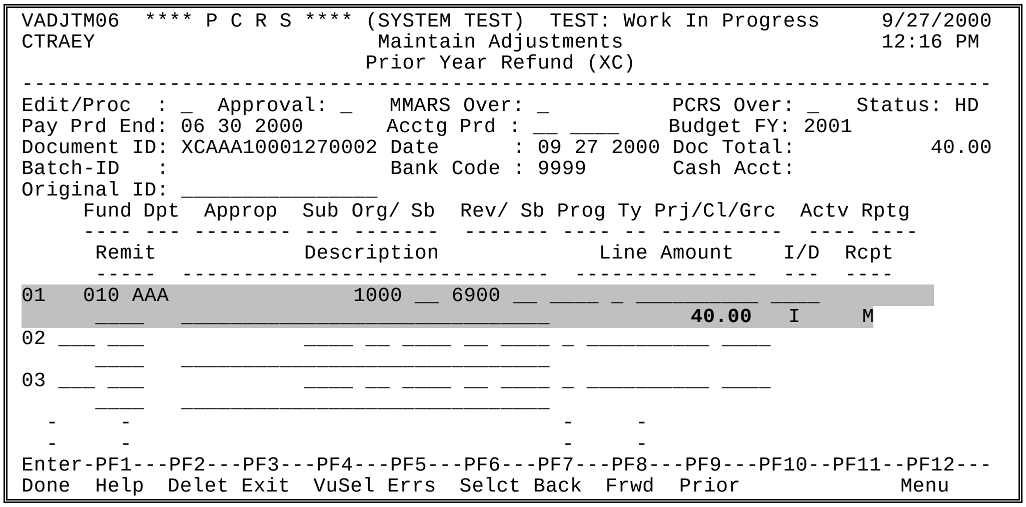
1. **<TAB>** to the Refund line to be modified.
2. Enter the correct amount (change $60 to $40).



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                        Maintain Adjustments                    12:13 PM
                             Prior Year Refund (XC)
                              Select Labor History

   Name: Jones, Sue      SSN: 000-00-8414  Empl-Id: PCRS8414
    Refund  Dpt Approp/ Sub Fund Org/ Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
   -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- -----
            AAA 75049604 AA 010 1000    A10
   ____40.00 Amt:     60.00 Etyp: HOL  Lock: XCAAA1000127000201 Pos: 00008433
            AAA 75049604 AA 010 1000    A11
   _________ Amt:    100.00 Etyp: S/J  Lock:                    Pos: 00008433

   _________ Amt:           Etyp:      Lock:                    Pos:

   _________ Amt:           Etyp:      Lock                     Pos:

   _________ Amt:           Etyp:      Lock:                    Pos:

   _________ Amt:           Etyp:      Lock:                    Pos:
   Enter-------------------------------PF8-------------------------PF12-
   Done                                Frwd                         Cncl
```

3. Hit **<ENTER>.**

Response:



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
CTRAEY                        Maintain Adjustments                    12:16 PM
                             Prior Year Refund (XC)
--------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _   Status: HD
Pay Prd End: 06 30 2000      Acctg Prd : __ ____     Budget FY: 2001
Document ID: XCAAA10001270002 Date      : 09 27 2000 Doc Total:            40.00
Batch-ID   :                  Bank Code : 9999       Cash Acct:
Original ID: ________________
     Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
     ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
      Remit           Description            Line Amount    I/D  Rcpt
      -----  ------------------------------  --------------  ---  ----
01   010 AAA               1000 __ 6900 __ ____ _ __________ ____
      ____   ______________________________          40.00   I     M
02 ___ ___            ____ __ ____ __ ____ _ __________ ____
      ____   ______________________________
03 ___ ___            ____ __ ____ __ ____ _ __________ ____
      ____   ______________________________
  -     -                                  -     -
  -     -                                  -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

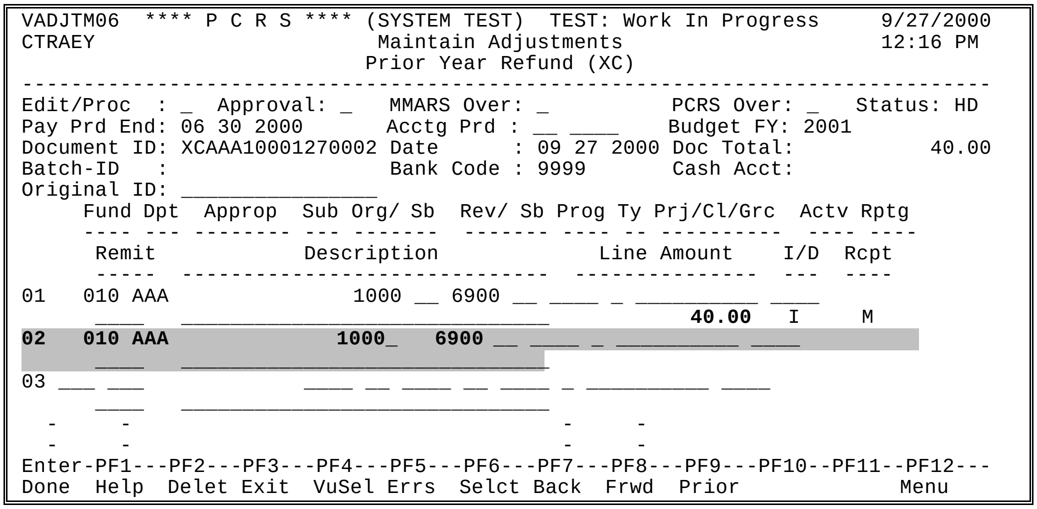
The Maintain Adjustments Prior Year Refund Document (XC) screen returns. The new total refund dollar figure for this employee's labor history record is listed in the Doc Total and Line Amount fields.

Document is now ready to edit and schedule.

IV. Modifying the XC Document

Adding Lines to a Document

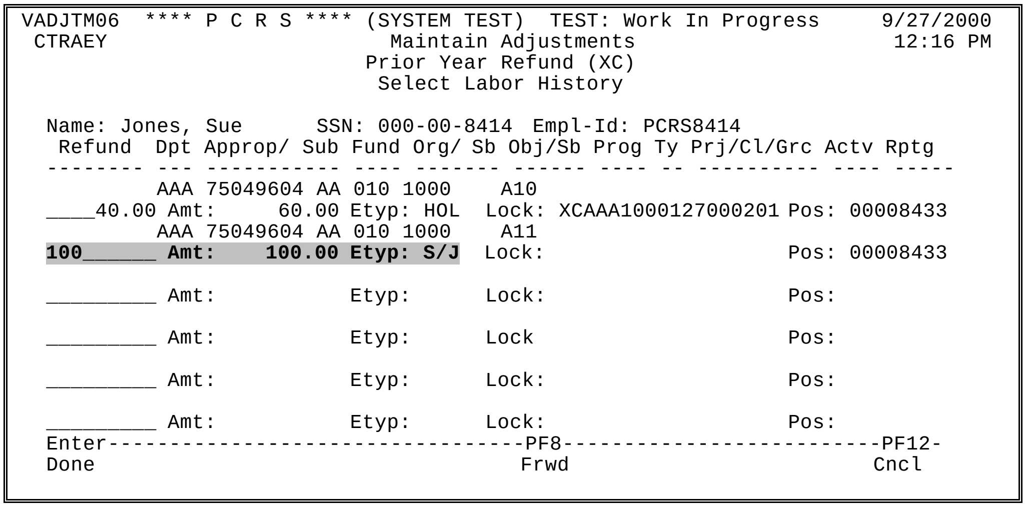
To add another line to the document, populate Line 02 with Fund, Dept, Org (if necessary) and Rev codes.



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
CTRAEY                        Maintain Adjustments                    12:16 PM
                             Prior Year Refund (XC)
--------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _   Status: HD
Pay Prd End: 06 30 2000       Acctg Prd : __ ____    Budget FY: 2001
Document ID: XCAAA10001270002 Date      : 09 27 2000 Doc Total:           40.00
Batch-ID   :                  Bank Code : 9999       Cash Acct:
Original ID: ________________
     Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
     ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
      Remit           Description            Line Amount    I/D  Rcpt
      -----  -----------------------------  --------------  ---  ----
01   010 AAA               1000 __ 6900 __ ____ _ __________ ____
      ____   ______________________________          40.00   I     M
02   010 AAA              1000_   6900 __ ____ _ __________ ____
      ____   ______________________________
03 ___ ___             ____ __ ____ __ ____ _ __________ ____
      ____   ______________________________
  -     -                                    -     -
  -     -                                    -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

With cursor on Line 02, Hit **<PF6>.**

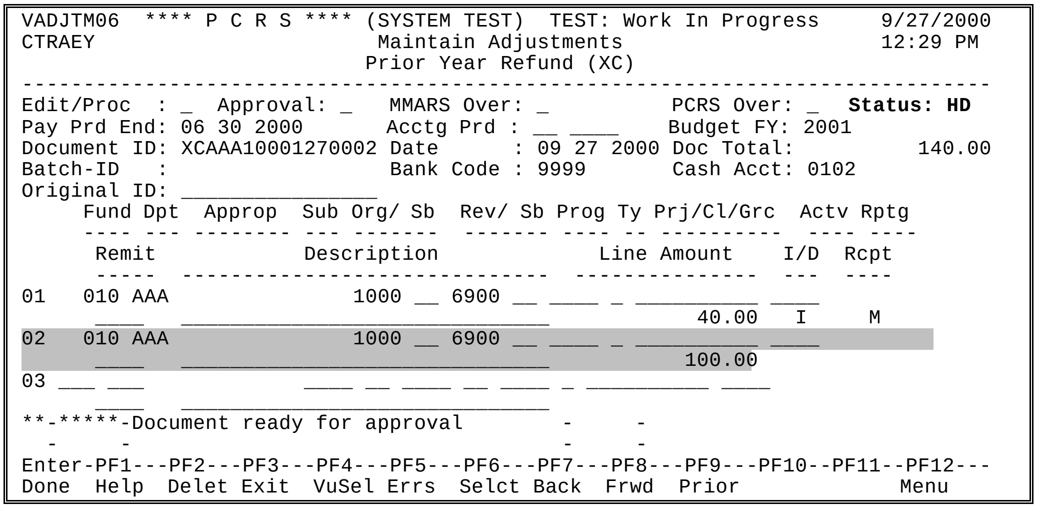
Response:



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
 CTRAEY                        Maintain Adjustments                    12:16 PM
                             Prior Year Refund (XC)
                              Select Labor History

   Name: Jones, Sue      SSN: 000-00-8414  Empl-Id: PCRS8414
    Refund  Dpt Approp/ Sub Fund Org/ Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
   -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- -----
            AAA 75049604 AA 010 1000    A10
   ____40.00 Amt:     60.00 Etyp: HOL  Lock: XCAAA1000127000201 Pos: 00008433
            AAA 75049604 AA 010 1000    A11
   100______ Amt:    100.00 Etyp: S/J  Lock:                    Pos: 00008433

   _________ Amt:           Etyp:      Lock:                    Pos:

   _________ Amt:           Etyp:      Lock                     Pos:

   _________ Amt:           Etyp:      Lock:                    Pos:

   _________ Amt:           Etyp:      Lock:                    Pos:
   Enter-----------------------------------PF8--------------------------PF12-
   Done                                    Frwd                         Cncl
```

Enter the new dollar amount ($100 of S/J).

Hit **<Enter>**.



```
VADJTM06  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/27/2000
CTRAEY                       Maintain Adjustments                     12:29 PM
                            Prior Year Refund (XC)
------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _  Status: HD
Pay Prd End: 06 30 2000       Acctg Prd : __ ____    Budget FY: 2001
Document ID: XCAAA10001270002 Date      : 09 27 2000 Doc Total:          140.00
Batch-ID   :                  Bank Code : 9999       Cash Acct: 0102
Original ID: ________________
     Fund Dpt  Approp  Sub Org/ Sb  Rev/ Sb Prog Ty Prj/Cl/Grc  Actv Rptg
     ---- --- -------- --- -------  ------- ---- -- ----------  ---- ----
      Remit           Description             Line Amount    I/D  Rcpt
      -----  ------------------------------  ---------------  ---  ----
01   010 AAA               1000 __ 6900 __ ____ _ __________ ____
      ____  ______________________________            40.00   I     M
02   010 AAA               1000 __ 6900 __ ____ _ __________ ____
      ____  ______________________________           100.00
03 ___ ___             ____ __ ____ __ ____ _ __________ ____
      ____  ______________________________
**-*****-Document ready for approval        -     -
  -     -                                   -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

1. Re-edit the document by placing the cursor in the **Edit/Proc** field.
2. Enter either a **<P**> to invoke PCRS edits only or an **<O>** to invoke PCRS edits and put the document in a PEND status.
3. Hit **<ENTER>**.

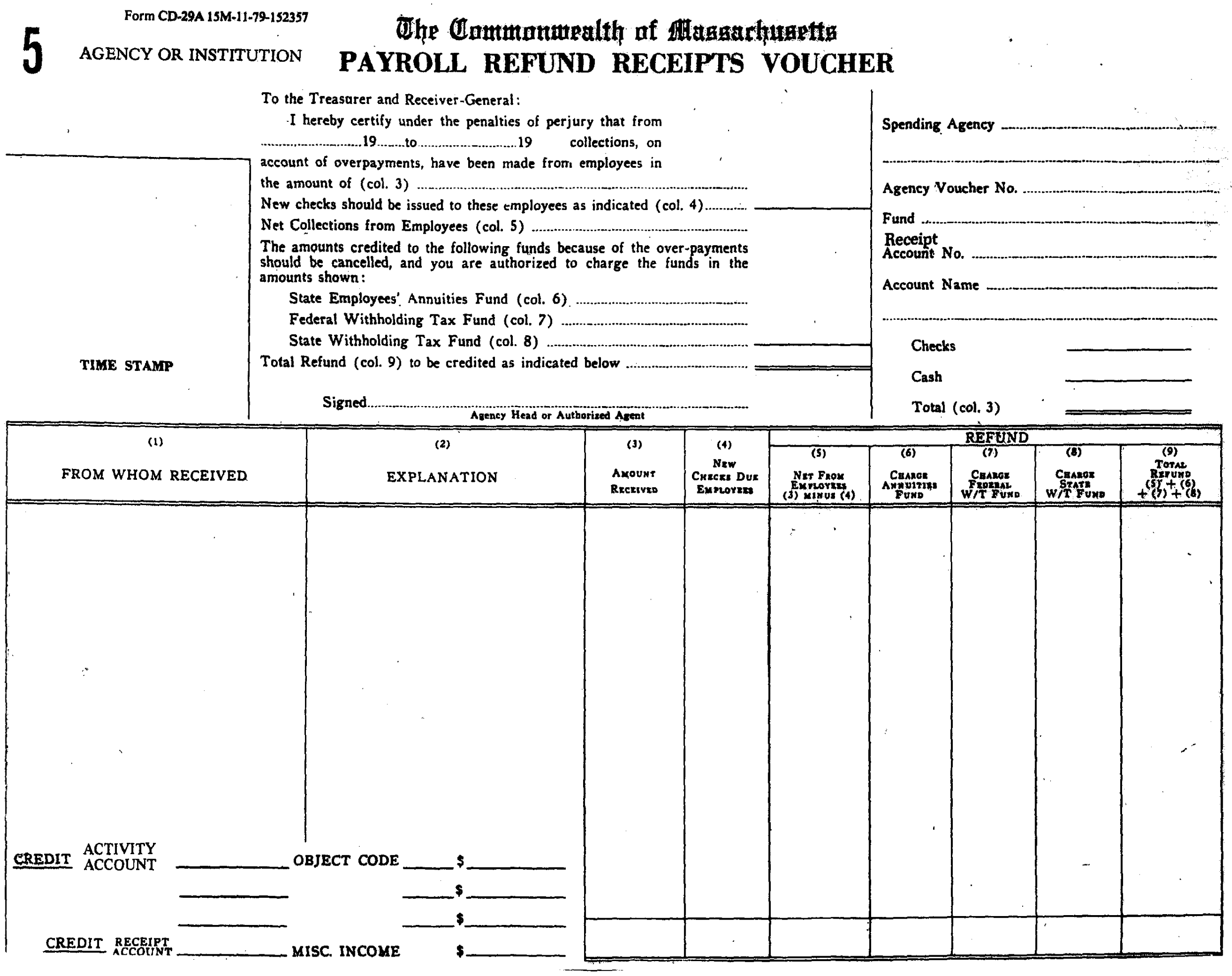
Any PCRS errors will appear one at a time at the top of the screen. Depending on security clearance, errors can be corrected by changing the “I” line. If there are no errors, the Adjustments Subsystem Menu screen appears.

Once the XC is in PEND status, it requires approval from the Comptroller's Accounting Bureau before it can be scheduled for batch processing.

Please see figure 2 at the end of this section for guidelines on submitting documentation for XC approval.

Figure 1
Payroll Refund Receipt Voucher

Figure 1
Payroll Refund Receipt Voucher



5 AGENCY OR INSTITUTION

Form CD-29A 15M-11-79-152357

The Commonwealth of Massachusetts

PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:

I hereby certify under the penalties of perjury that from ....19......to..........19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) ....

New checks should be issued to these employees as indicated (col. 4)..........

Net Collections from Employees (col. 5) ....

The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:

State Employees' Annuities Fund (col. 6) ....

Federal Withholding Tax Fund (col. 7) ....

State Withholding Tax Fund (col. 8) ....

Total Refund (col. 9) to be credited as indicated below ....

Signed..........
Agency Head or Authorized Agent

TIME STAMP

Spending Agency ....

Agency Voucher No. ....

Fund ....

Receipt Account No. ....

Account Name ....

Checks ______

Cash ______

Total (col. 3) ______

(1) FROM WHOM RECEIVED	(2) EXPLANATION	(3) AMOUNT RECEIVED	(4) NEW CHECKS DUE EMPLOYEES	REFUND				
				(5) NET FROM EMPLOYEES (3) MINUS (4)	(6) CHARGE ANNUITIES FUND	(7) CHARGE FEDERAL W/T FUND	(8) CHARGE STATE W/T FUND	(9) TOTAL REFUND (5) + (6) + (7) + (8)

CREDIT ACTIVITY ACCOUNT ______ OBJECT CODE ______ $______

______ ______ $______

______ ______ $______

CREDIT RECEIPT ACCOUNT ______ MISC. INCOME $______

Figure 2
MMARS Memo #227 Replacement (Page 1)

The Commonwealth of Massachusetts
Office of the Comptroller
One Ashburton Place, Room 901
Boston, Massachusetts 02108

MARTIN J. BENISON
COMPTROLLER

Phone: (617) 727-5000
Fax: (617) 727-2163
www.state.ma.us/osc/osc.htm

To: Chief Fiscal Officers, MMARS Liaisons

From: Martin Benison, Comptroller

Date: April 21, 2000

Re: Procedure for Using Bank Sweep Accounts for Deposits MMARS Memo #296

I. GENERAL

This memo replaces MMARS Memo #227 concerning the processing of:

1. Non-Payroll Expenditure Refunds (ER)
2. Contract Backout Refunds (CB)
3. Advance Returns (AR)
4. PCRS Expenditure Payroll Refunds (XE)
5. PCRS Prior Year Payroll Refunds (XC)
6. Cash Transfers (CT) to Fund 100 (Federal Grant Fund).

This memo is divided into four additional sections: II. Depositing Checks/Sweep Accounts; III. Non-Payroll ER, CB, AR transactions; IV. Payroll XE and XC transactions; and V. CT transactions.

II. DEPOSITING CHECKS/SWEEP ACCOUNTS

Receipts and checks associated with ER's, CB's, AR's, PCRS XE's, and PCRS XC's should be deposited in the departmental sweep account. This account is usually associated with a revenue budget in MMARS Fund 699. Checks should not be forwarded to the Treasurer's office.

III. NON-PAYROLL ER, CB, AND AR TRANSACTIONS

For non-payroll ER, CB, and AR transactions, complete the following paperwork and forward to the Treasurer:

1. A copy of the deposit transaction.

2. A memo stating:
   - Date of deposit
   - Total amount of deposit
   - Name and branch of bank
   - Bank account number

3. A negative cash deposit form (CD) with the following sweep deposit information:
   - Fund
   - Department
   - Org
   - Revenue Source
   - Amount of deposit

4. A copy of the MMARS ER, CB, or AR document.

Office of the State Treasurer
One Ashburton Place
12th Floor
Boston, MA 02108
ATTN.: Cash Management

IV. PAYROLL XE AND XC TRANSACTIONS

For payroll XE, and XC transactions, complete the following paperwork and forward to the Retirement Board:

1. A negative cash deposit form (CD) with the following sweep deposit information:
   - Fund
   - Department
   - Org
   - Revenue Source
   - Amount of deposit

2. A signed screen copy of the PCRS adjustment transaction.
3. Three (3) copies of a Payroll Refund Receipt Voucher.

Retirement Board
One Ashburton Place
12th Floor
Boston, MA 02108

V. CASH TRANSFER (CT) TO FUND 100 – FEDERAL GRANT FUND

The Cash Management Improvement Act eliminated the need for departments to process any transactions related to handling cash receipts from the Federal Government. Exceptions to this are:

1. Department receives check(s) from the Federal Government.
   When this happens, departments should:
   - Deposit the check(s) in the department’s sweep account in Fund 699.
   - Enter a CT in MMARS.
   - Quick edit the document. (The only remaining error message should be “CT not allowed for fund 100”.)
     Mail or fax a copy of the CT to the Comptroller’s Office.

2. Transfer cash between accounts in Fund 100.
   When this happens, departments need to:
   - Enter a CT in MMARS.
   - Quick edit the document. (The only remaining error message should be “CT not allowed for fund 100”.)
   - Compose a letter stating why the adjustment is necessary.
   - Mail or fax a copy of the CT and letter to the Comptroller’s Office.
     NOTE: The Comptroller’s Office will do the final CT processing.

Office of the Comptroller
One Ashburton Place
9th Floor
Boston, MA 02108
Fax: 617-727-2163

ATTN.: Bob McDonald